

## **CONCESSION VENDOR APPLICATION AND AGREEMENT**

**Park:** Big Bone Lick State Historic Site

**Event:** Salt Festival

**Dates & Times:** Saturday, October 15, 2022 (10:00 a.m. – 6:00 p.m.) & Sunday, October 16, 2022 (10:00 a.m. – 5:00 p.m.)

**Vendor Fee: Based on size of Space/Power needed:** (tents not supplied by park, vendors must provide their own setup)

**10 feet:** \_\_\_\_\_ **\$60.00**    **20 feet:** \_\_\_\_\_ **\$80.00**    **30 feet:** \_\_\_\_\_ **\$100.00**

**Electricity:** \_\_\_\_\_ **\$25.00** **Voltage (110 or 220):** \_\_\_\_\_ **Amps:** \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**All checks must be received no later than Friday, October 1<sup>st</sup>**

1. All booths must be in operation during posted festival hours.
2. Booths must be set up Thursday Oct 13, 2021 between 8:00 am and 8:00pm  
(*unless alternative special arrangement is approved by Event Coordinator*).
3. Vendors must obtain all appropriate county and state permits.
4. **No vehicles allowed in the field during festival hours.**
5. Vendor confirmations will be sent by e-mail when possible.

**Vendors are required to clean up their area after the festival. If vendor does not leave the area as it was before the event, the Park will bill the vendor a \$250.00 clean-up fee and payment is due one week from dated bill.**

**Payment:** Please make checks or money orders payable to **Big Bone Lick State Historic Site**. Please note that **NO REFUNDS** will be given once the application has been accepted and processed. In order to participate and sell your merchandise at the Salt Festival, you must sign and return the **Concession Vendor Application and Agreement form and enclosed Kentucky Department of Parks Waiver of Liability and Vendor Event Agreement along with your application fee.**

### **FOR VENDOR USE ONLY: CHECK ALL THAT APPLY TO ENSURE CLOSURE OF REQUIRED DOCUMENTATION AND PAYMENT**

- \_\_\_ Concession Vendor Application and Agreement
- \_\_\_ Kentucky Department of Parks Waiver of Liability and Vendor Event Agreement
- \_\_\_ Current Certificate of Insurance (Declaration Page will not substitute for a Certificate of Insurance)  
with **The Commonwealth of Kentucky must be named as an additional insured.**
- \_\_\_ Complete description of food menu / craft item
- \_\_\_ Application fee (checks or money orders payable to **Big Bone Lick State Historic Site**)

Vendor Name:

Vendor Contact:

Street Address:

City, State, Zip:

Telephone: Day: Night: Cell:

Fax #:

Email Address:

Tax ID Number

**Set Up:** Vendors are required to set up between 8:00 AM and 8:00 PM Thursday, October 14. Vendors are **required** to keep their booths open during the posted festival hours. Break down of booths will begin at 5:00 PM, Sunday, October 17.

**Parking:** Due to the size of the field, **no vehicles of any type will be allowed within the festival area during festival hours.** Vehicles will be allowed in the field for restocking each morning, but ALL vehicles must be moved from the festival grounds a **minimum of 30 minutes** before the festival opens each morning. Designated vendor vehicle parking will be designated in the field close to the festival grounds. Only the vehicles of persons with disabilities (verified by driver-owned, rearview mirror parking tag) will be allowed to park along the fence line – **THIS POLICY WILL BE STRICTLY ENFORCED.**

**Festival Hours:**

**SATURDAY, October 15, 10:00 AM – 6:00 PM**

**SUNDAY, October 16, 10:00 AM – 5:00 PM**

**This is a rain or shine event. You are required to attend the times of the entire show. No exceptions.**

**Products to be Sold: Please attach a complete description of food menu or craft item.**

**Insurance:**

Each vendor must maintain a comprehensive general liability policy in a minimum amount of \$1 hundred thousand (\$100,000).

If vendor is a licensed brewery, winery, or distillery, they must maintain and provide a copy of certificate of insurance for DRAM shop coverage.

Insurance shall be placed only in Commonwealth of Kentucky authorized insurance companies rated A+ VIII or A VIII in “Best Policyholders Ratings” or their financial equivalent. **The Commonwealth of Kentucky must be named as an additional insured.**

**A current Certificate of Insurance must be submitted upon submitting application  
A Declaration Page will not substitute for a Certificate of Insurance.**

**For Office Use Only:**

- ☐ Current Certificate of Insurance
- ☐ Current Certificate of DRAM shop Insurance
- ☐ Electricity
- ☐ Mobility Alcohol License
- ☐ Vendor will comply with the following regulations:

1. Vendor must have a tax identification number and is responsible for the collection and payment of all applicable sales tax to the Revenue Cabinet of the Commonwealth of Kentucky.

2. Vendor will provide own equipment, with set-up subject to the approval of the Park and the Department of Parks.

**3. NOTE: The Department of parks exclusive COKE festival. Vendors must serve COKE brand fountain drinks ONLY.**

**Only COKE brand bottled drinks are permitted. This excludes “homemade” drinks such as tea and lemonade.**

4. Vendor may only place signage on their tent, trailer, or mobility unit and in no other location and the vendor must provide all signage. Since COKE products are the sole soft drinks of the

Department of Parks, (including water, juice, etc.) vendors must cover any other beverage company's logos and wording that may be displayed on or around their booth.

5. Vendor employees will be neat, clean and maintain a positive friendly attitude with the public.
6. Vendor shall comply with all Health Department policies and those of all state and local regulatory agencies. Vendor may be subject to an on-site inspection by the Health Department.
7. Vendor must contact the local Health Department to receive and complete forms required for any food operation. Copies of these forms must be on hand during the event.
8. Brewers, wineries, and distillers utilizing a mobility license as a vendor must present a copy of a valid mobility alcohol license. Brewers, wineries, and distillers must:

- Abide by any and all applicable laws prescribed by any local or state governmental unit and the Commonwealth of Kentucky regarding the service, consumption and/or prohibition against the sale of alcohol in a specified location.
- **Acknowledge and accept that the legal drinking age in the Commonwealth of Kentucky is twenty-one (21) years of age, and any underage drinking found on the premises shall result in the automatic shut down of the event with no refunds whatsoever. Signatory also acknowledges and accepts that local law enforcement has full law enforcement authority and may request to see I.D. at any time;**

9. Vendors must set up a hand washing station before they begin any food preparation.

#### **HEALTH DEPARTMENT REQUIREMENTS:**

The Boone County Health Department will pay special attention to safe storage, preparation, and serving of food. At least one person per booth is required to have a food handler card. To obtain a copy of the Temporary Food Service Guidelines, Temporary Food Registration form and an Application for Permit to Operate go to website [www.nkyhealth.org](http://www.nkyhealth.org). ALL participating food vendors must complete both a Temporary Food Service Registration (including listing foods to be served) and an Application for Permit to Operate. If you currently have a state license, you must fill out the forms listed above but you will not pay the \$25.00 temporary fee. Any questions concerning these issues should be directed to the local health department.

10. The Department of Parks reserves the right to refuse participation by any vendor who does not comply with the terms and conditions of this agreement. Additionally, parks reserve the right to close any vendor's operation for violation of the terms and conditions of this agreement.

11. Location assignments will be determined by the Festival Committee.

In consideration of being permitted to take part in the Salt Festival the participant hereby releases, absolves, indemnifies, holds harmless and waives all claims against the Department of Parks and its employees for any losses or injuries of any kind whatsoever arising out of the operation of the food vendors booth or business.

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Vendor Signature

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Date

**Return contract with additional forms to:**

Park: Big Bone Lick State Historic Site  
Attention: Greta Gay  
Address: 3380 Beaver Road Union, KY 41091

If you have any questions or concerns, please contact Greta Gay 859-384-3522.